



**Phases of the Mentoring and Evaluation Process for More at Four Teachers
in Nonpublic Schools with North Carolina Initial Licensure
(Lateral Entry or Birth-through-Kindergarten Standard Professional I)**

The TLU mentoring and evaluation process for the **Beginning Teacher Support Program (BTSP)** occurs in six phases over a three-year period for any initially licensed teacher (Lateral Entry and BK SP I licensure). Teachers with BK SP II licensure are evaluated over a five-year period instead of three and are not mentored.

The BTSP phases include:

Phase I Self-assessment and Teacher Development

- Begins with the Self (Teacher)
- Development of the Team (Teacher, Mentor, Site Administrator and Evaluator)
- Team Agreement Conference
- Getting-to-Know-You-Conference (Mentor and Teacher)
- Self-assessment (teacher completes Rubric for Evaluating North Carolina Teachers)

Phase II Professional Development Plan

- Mentor completes a peer observation (no ratings)
- Professional Development Plan (PDP) discussion and development begins (Mentor and Teacher)

Phase III Formal observation begin

- Mentor contacts evaluator to schedule initial observation, each subsequent observation is scheduled by the evaluator (unless unannounced)

Phase IV Formal observations continue, include pre- & post conferences; PDP reviewed, adjusted

- Evaluator Contacts Teacher/Site administrator
- Evaluator completes annually
 - Pre- conference (NC DPI requires one pre-conference during the first observation. Others included as needed)
 - Post conferences
 - 3 Observations (Formative) October 15, December 15, February 15
 - 1 Summative Evaluation by May 15
- Uses results to inform PDP and mentor support
- Mentoring-evaluating continues throughout the year



Phase V Evaluation results submitted to TLU; teacher informs site administrator, mentor

- Evaluator sends summative evaluation results to OEL/Teacher Licensure Unit (TLU) for teacher's file
- Teacher provides copies of summative evaluation results to Site Administrator, Mentor and keeps copies for self

Phase VI Submission of PDP and Professional Development Log to OEL/TLU

- Mentor sends PDP
- Teacher submits Professional Development Log to OEL/Teacher Licensure Unit (TLU) by:
 - June 15 for Teachers with BK SP I and II License
 - August 15 for Teachers with Lateral Entry Licenses



Phases of the Evaluation Process for More at Four Teachers in Nonpublic Schools with Birth-through-Kindergarten Standard Professional II Licensure

Teachers with a BK SP II, Pre-K Add-on or Provisional BK license are evaluated and not mentored. Evaluation results are used to inform the PDP process.

Phase I Team Agreement and Self-assessment

- Team Agreement Conference. Evaluator reviews the Team Agreement with MAF Teacher and Site administrator
- Self-assessment (teacher completes Rubric for Evaluating North Carolina Teachers)

Phase II Professional Development Plan (PDP)

- Teacher begins developing an Professional Development Plan (PDP) based on self-assessed needs by October 30

Phase III Formal observation begins

- TLU evaluator contacts teacher to schedule first observation (unless unannounced) by November 30
- Evaluator completes annually
 - Pre- conference (NC DPI requires one conference during the first observation. Others included as needed).
 - Post conferences
 - 2 Observations (Formative) by November 30 and February 15
 - 1 Summative Evaluation by May 15 in 5th year of 5-year renewal cycle
- Use results to inform PDP revisions or goal completion
- Self-assessment ongoing; informs professional development needs

Phase IV Evaluation results submitted

- Evaluator sends summative evaluation results to OEL/Teacher Licensure Unit (TLU) for teacher's file
- Teacher provides copies of summative evaluation results to Site Administrator and keeps copies for self

Phase V Submission of PDP and Professional Development Log to the OEL/TLU

- Teacher submits PDP and Professional Development Log to OEL/Teacher Licensure Unit (TLU) by:
 - June 15 (5th year of licensure renewal cycle) for Teachers with BK SP II or Pre-K/K Add-on, or Provisional Licensure